



California  
Department of  
Health Services

**SANDRA SHEWRY**  
Director

State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

September 29, 2004

TO: LOCAL HEALTH OFFICERS

SUBJECT: FEDERAL PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK  
GRANT (PHHSBG), HEALTH INCENTIVE PROGRAM, FEDERAL  
FISCAL YEAR (FFY) 2005 (STATE FISCAL YEAR [SFY] 2004-05)  
FUNDING INSTRUCTIONS

The Health Incentive Program (HIP) element of the Federal PHHSBG (Prevention 2010 Grant) provides annual financial assistance to local health jurisdictions (LHJ) for public health services that are not funded or receive inadequate funding.

In order to be eligible to receive this federal funding, a LHJ must:

1. Meet the minimum standards for local public health administration set forth in the State Administrative Manual (SAM), Sections 8753-8756.1 and 8760 and the California Government Code, Sections 11010, 11256, and 11270.
2. Expend the funds in accordance with the provisions of the Federal Public Health Services Act, Sections 1901-1907, which governs the use of these funds.
3. Submit the required documents and reports by the due date(s).
4. Choose program (or project) objectives from allowable Prevention 2010 Focus Areas to improve public health.

The County Health Services Unit (CHSU) will initiate grant payments upon receipt of the following: a signed original Certification and the Description of Program Plan, the Grant Financial Status Report, the Grant Cash Transactions Report, and the Progress Report. For the LHJ that continue to submit quarterly claims for payment, a Due Dates and Payment Month(s) schedule is enclosed. Distribution of federal funding is tied to measurable outcomes and submission of the required reports.

An allocation table of the Health Incentive Program portion of the Prevention 2010 Grant for SFY 2004-05 is enclosed. If the final federal budget changes the allocation amount, an amended allocation table will be sent to you.

Expenditures of Federal PHHSBG funds are subject to review and audit by the State of California and the Federal Government. Note: Federal funds do not roll over to the next fiscal year. Local jurisdictions must maintain sufficient records and documentation to support the federal block grant expenditures for at least three years.

Submit these documents/reports as follows:

<b>Documents/Reports</b>	<b>Due On or Before</b>
<u>FFY 2005 Certification</u> : Please have the Health Officer sign, date, and return the Certification whether or not participating in the HIP this year.	01/14/2005
<u>FFY 2005 Program Plan Description</u> : Using the Prevention 2010 health objectives, indicate your project Focus Areas, describe your Program Plan and objectives, list expected measurable outcome objectives, i.e., the target population (who and how many will benefit?), etc.	01/14/2005
<u>FFY 2005 (October 2004 - September 2005) Final Reports</u> : Grant Financial Status Report Grant Cash Transactions Report Annual Progress Report	10/14/2005

Please submit original signed and completed documents to:

California Department of Health Services  
Office of County Health Services  
Attention: County Health Services Unit  
P.O. Box 997413  
MS 5202  
Sacramento, CA 95899-7413

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LHJ are encouraged to go to the HIP website to obtain all necessary report forms. The FFY 2005 report forms can be viewed at:

<http://www.dhs.ca.gov/hisp/ochs/pss/HIP.htm>

If you have any questions, or if we can provide additional assistance in this matter, please contact your CHSU analyst, Susan Keim, at (916) 552-8050.

**ORIGINAL SIGNED BY ED RIOJAS**

Ed Riojas, Chief  
County Health Services Unit

Enclosures

cc: Susan Keim  
California Department of Health Services  
Office of County Health Services  
County Health Services Unit  
P.O. Box 997413  
MS 5202  
Sacramento, CA 95899-7413

Health Incentive Fiscal Contacts  
Local Health Jurisdictions

Health Incentive Program Contacts  
Local Health Jurisdictions